

# Workshops

## July 2014

★ **Metro Employment Center**  
720 S. 200 E. • Salt Lake City

Register for reserved seating.  
Walk-ins welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at [jobs.utah.gov](http://jobs.utah.gov), or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

### Job Seeking Skills

#### RESUMÉ WRITING:

July 1	1:00 PM–3:30 PM
July 7	1:00 PM–3:30 PM
July 14	9:00 AM–11:30 AM
July 21	1:00 PM–3:30 PM
July 29	9:00 AM–11:30 AM

#### INTERVIEWING SKILLS:

July 3	9:00 AM–11:30 AM
July 7	9:00 AM–11:30 AM
July 15	1:00 PM–3:30 PM
July 22	9:00 AM–11:30 AM
July 28	1:00 PM–3:30 PM

#### \*OPEN RESUMÉ AND INTERVIEW LAB:

July 11	9:00 AM–11:30 AM
July 18	9:00 AM–11:30 AM

#### \*YOUR WORKPLACE SKILLS & JOB SEARCH:

July 14	1:00 PM–3:30 PM
July 28	9:00 AM–11:30 AM

#### NETWORKING STRATEGIES:

July 9	9:00 AM–11:30 AM
July 29	1:00 PM–3:30 PM

#### \*LINKEDIN #1:

July 9	1:00 PM–3:30 PM
July 21	9:00 AM–11:30 AM

#### \*LINKEDIN #2:

July 16	9:00 AM–11:30 AM
July 30	9:00 AM–11:30 AM

### Life Skills

#### BUDGETING AND REBUILDING YOUR FINANCES:

July 30	1:00 PM–3:30 PM
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#### RESUMÉ WRITING:

Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

#### INTERVIEWING SKILLS:

Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

#### OPEN RESUMÉ AND INTERVIEW LAB:

Come prepared and dressed for a mock interview and get additional resumé help.

*\*Prerequisite — must have taken the Resumé or Interview workshop. No registration necessary. First-come, first-served.*

#### YOUR WORKPLACE SKILLS & JOB SEARCH:

Use online tools to discover valued workplace skills, job-searching and social media sites and places to research companies. *\*Register first at [jobs.utah.gov](http://jobs.utah.gov).*

#### NETWORKING STRATEGIES:

Learn how to design and implement a networking plan.

#### LINKEDIN #1:

Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile.

*\*Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.*

#### LINKEDIN #2:

Learn how to find and connect to others that can help you in your career. Find networking opportunities, get introductions, personal brand management and job search.

*\*Prerequisite — must have a current LinkedIn account and complete profile or have attended LinkedIn #1. Register first, as computers are limited.*

#### BUDGETING AND REBUILDING YOUR FINANCES:

Learn how to budget, save, repay debt and build credit.

Workforce Services • [jobs.utah.gov](http://jobs.utah.gov)

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.

Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.